

Inserting FM030 Requisitions into the FM040 Screen

During the Funds Reservation Pilot, Line Office FMC users will enter requisition data into the FM030 Purchase Request Screen. There are two options available to insert these requisitions into the FM040 Purchase Order Transaction Screen, using the “One to One” option which pulls requisition data into both the control and detail blocks of the FM040 or the “Line Item” option which pulls the requisition data into the detail block of the FM040.

For entering the original FM040, use the One to One option. For requisitions that involve change orders, use the Line Item Option. You could also have a FM040 where both options are used. For example if two requisitions are combined into one FM040. You would use the One to One option to pull in one of the requisitions then use the Line item option to pull in the second requisition.

All FM030 documents are recorded with a Receiving/Invoicing (R/I) Method of Quantity. However, this can be changed to the Dollar R/I Method on the FM040.

1. Inserting Requisitions for Original Documents

This section describes the process for inserting requisitions into original documents. Original documents are defined here as new documents not previously entered into CFS.

A. Using the “One to One” Option

The “One to One” option allows users to select *one* requisition to create *one* purchase order. Using the one to one option, users will select the appropriate requisition number and the requisition details will populate corresponding fields in the FM040.

Perform the following steps to use the One to One option:

1. In the FM040, click into the “One to One” block. Highlight N. Enter Y. Click Tab. A pop up list of open requisitions will appear. Click to highlight the appropriate requisition number. Click OK.

Purchase Order Transaction Screen (FM040 VER.2.23.0.9)

*One to One <Y>

Document: **Open Requisition Documents**

Feeder Sys: Find %

Doc Type	Doc No	Rel No	C/O	Total Amount	Doc Date
GRANT	489	0	0	1,337,660.00	09-JAN-2006
GRANT	490	0	0	55,000.00	11-JAN-2006
GRANT	491	0	0	52,628.00	11-JAN-2006
GRANT	492	0	0	55,000.00	11-JAN-2006
GRANT	493	0	0	55,000.00	11-JAN-2006
GRANT	494	0	0	55,000.00	12-JAN-2006
POREQ	511	0	0	800.00	23-FEB-2006

Buttons: Find, OK, Cancel

Form fields below the dialog box:

- Item: No
- Part No
- Stock No
- Emp No
- Description < > Other < > *Due Date
- Acceptance Days
- *R/I Act *NSP PF Quantity *Unit Price Extended Amount
- Requested: [] [] [] [] U/M [] []
- Inventory: [] U/M [] ITBP# []
- Account Classification: < > F Notes: < > Status [] []

Figure 1 One to One FM040 with Open Req List

2. The requisition data (Reference #, Effective Dates, Bureau, Vendor No, and Vendor Name) will populate into the control block of the FM040.

- Click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO

Purchase Order Transaction Screen (FM040 VER-2.23.0.9)

*One to One < Y > *Print N

Document: *Type PO3WAY *C/O N Oblig# - - Total .00

Feeder Sys: No CSTARS DOC NO Mod# Source

*ASAP: N Pref Date 23-FEB-2006 Reference# LO FMC REQ NO Grant Amend No

Effective Dates 23-FEB-2006 - Status OPEN 23-FEB-2006

For: *Bureau Code 14 Name NOAA *G/L Date 28-FEB-2006 CCR Vendor Required N

Vendor: Descr < > No 12241 1 Name ASPEN GROUP

*Approval: N By Date Closeout < N >

*Document: < N > Notes < > Line Notes < > AD < > Novation N F Notes < >

Figure 2 FM040 Control Block

- Click or Tab to the Feeder Sys: No Block. Enter the entire Source Document No – ie the CSTARS Document No for a PO or Contract
- Click in to the GL End Date field. It populates with the current GL period.
- Click or Tab to the CCR Vendor Required Field. Highlight Y. Enter N
- Double click into the Vendor Address & Shipping Details pop-up. Enter the appropriate vendor as indicated on the Source Document. Enter TPR in the Ship To code field. Click on SAVE or tab through the remaining fields to return to the FM040 front page.

8. Click into the detail block. The requisition data will populate the Request, Type, Commodity Code, Description, Other Pertinent Info, Due Date, R/I Method, Quantity, Unit Price, Extended Amount, and the Account Classification fields.

Figure 3 FM040 Detail Block

9. Double click into the Request field to drill down to the pop up:

Figure 4 Request Pop Up with RI Method unchanged

Note: The FM030 Purchase Request Screen records all documents as *Quantity Based*. Users can change the R/I method in the Request pop-up. When changing from Q to D, the system will automatically calculate the total dollar amount.

To change the R/I method field from Q(antity) to D(ollar):

1. Click in the RI Method Block
2. Press Backspace
3. Enter D
4. Press Save
5. Click X or Click on the Door Icon to exit to the Front Page

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PO Line Item No: 1 Doc: *Type: POREQ *No: 511 - 0 Date: 23-FEB-2006 *Item No: 1

Req Feeder System: Source: No: CLIN #:

Deliver: To: P J O CONNOR Date: 31-AUG-2006 RI Method: D

	*Quantity	*U/M	*Unit Price	*Balance	Item Total
Requested	40.000	HR	20.000		800.00
This Trans	1.000	EA	800.000	800.00	800.00

☒ Final

MDL	FY	*Quantity	*Amount	ACCS For PO/REQ Line Item
1	06	1.000	800.00	14 D8R3BEF-P00 37 03-03-02-000 50-01-0000-00-00-00 25-27-00

1.000 800.00 PO FMDL No: REQ FMDL No:

Figure 5 Request pop up with Changed RI Method

10. Double click into the ACCS field to drill down to the ACCS pop-up. The requisition

data populates the Percent, Quantity, FY, ACCS, Acceptance Emp No, and Receiving Office. Review or change the information as required.

Figure 6 ACCS Pop Up

(NOTE: Remember to update the User Defined Field for correct WF002 routing)

11. When finished making changes, click SAVE to exit the ACCS pop-up.
12. Review the FM040 to the Source Document. If OK, then click into the Approval block. Press backspace. Enter Y and TAB to approve the FM040 at the first level

Figure 7 Completed FM040 from Requisition

2. Using the “Line Item” Option

The Line Item Option allows users to insert FM030 Requisition details by Line Item into the detail block of the FM040. This option is used to insert requisition details into existing FM040 documents. It can be used to enter an original FM040 if you are not using the “One to One” option. This option should *always* be used to insert requisitions associated with FM040 change orders.

Perform the following steps to use the “Line Item” Option for an original FM040:

The screenshot displays the 'Purchase Order Transaction Screen (FM040 VER-2.23.0.9)'. The form contains the following fields and values:

- *One to One: < N >
- *Print: N
- Document: *Type: PO3WAY, *C/O: N, Oblig#: 94471, 0, 0, Total: []
- Feeder Sys: No, CSTARS DOC NO, Mod#: [], Source: []
- *ASAP: N, Pref: [], Date: 24-FEB-2006, Reference#: LO REQ NO, Grant Amend No: []
- Effective Dates: 24-FEB-2006, Status: OPEN, 24-FEB-2006
- For: *Bureau Code: 14, Name: NOAA, *G/L Date: 28-FEB-2006, CCR Vendor Required: N
- Vendor: Descr: [], No: 12261, 1, Name: KING VISUAL TECHNOLOGY
- *Approval: N, By: [], Date: [], Closeout: < N >
- *Document: < N >, Notes: < [] >, Line Notes: < [] >, AD: < [] >, Novation: N, F Notes: < [] >

Figure 8 FM040 Control Block - Manually Entered

1. In the FM040 click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO
2. Click or Tab to the Feeder Sys: No Block. Enter the entire Source Document No – ie the CSTARS Document No for a PO or Contract
3. Click or Tab to the Reference # block. Enter the Line Office (LO) Requisition No
4. Click or Tab to the Bureau Code. Enter the appropriate Bureau Code
5. Tab past the G/L Date
6. Click or Tab to the CCR Vendor Required Field. Highlight Y. Enter N.
7. Double click into the Vendor Address & Shipping Details pop-up. Enter the appropriate vendor as indicated on the Source Document. Enter TPR in the Ship To code field. Click on SAVE or tab through the remaining fields to return to the FM040 front page.

Item: No	<input type="text" value="1"/>	CLIN#	<input type="text"/>	*Request	<Y>	*Type	SERV	*Commodity Code	G/S
Part No	<input type="text"/>	Stock No	<input type="text"/>	Emp No	<input type="text"/>				
Description	<T>	Other	<input type="checkbox"/>	*Due Date	31-AUG-2006	Acceptance Days	<input type="text" value="7"/>		
*R/I	Act	*NSP	PF	Quantity		*Unit Price	Extended Amount		
Requested:	<input type="text" value="D"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="1.000"/>	*U/M	EA	<input type="text" value="800.0000"/>	<input type="text" value="800.00"/>	
Inventory:	<input type="text"/>	U/M	<input type="text"/>	ITBP#	<input type="text"/>				
Account Classification:	<input type="checkbox"/>	F Notes:	<input type="checkbox"/>	Status	OPEN	<input type="text" value="24-FEB-2006"/>			

Figure 9 FM040 Detail Block

8. Click into the detail block. Tab to the <>Request field. Highlight N. Hit Backspace. Enter Y and Tab. Click OK to Acknowledge SAVE message.
9. Click to the Doc: Type field. Enter Requisition Type i.e. POREQ. Double Click in No. field. A list of values appears. Click on the appropriate FM030 requisition # to insert. Double click or click OK to insert.

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PO Line Item No	<input type="text" value="1"/>	Doc: *Type	POREQ	*No	<input type="text"/>	Date	<input type="text"/>	*Item No	<input type="text"/>	
Req Feeder									CLIN #	<input type="text"/>
Deliver:									RI Method	<input type="text" value="Q"/>
Requested									Item Total	<input type="text"/>
This Trans									<input type="text"/>	
<input type="checkbox"/> Final										

Requisition Document Numbers

Find

Doc No	Rel No	Doc Date	Reference
514	0	24-FEB-2006	LINE ITEM OPTION

Figure 10 Requisition Pop-Up - Select Req #

10. Double click into the Item No field. A list of values appears. Click on the appropriate line item # to insert. Double click or click OK to insert.

Selected Requests for Products and Services (FM040E VER.2.13.0.0)

PO Line Item No Doc: *Type *No -

Req Feeder System: Source No

Deliver: To

*Quantity *U/M *Unit Price

Requested

This Trans

☐ Final

MDL FY	*Quantity	*Amount	ACCS F
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PO FMDL No REQ FMDL No

Requisition Item Numbers

Find

Item No

Find OK Cancel

Figure 11 Requisition Pop Up - Select Item No

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PO Line Item No **1** Doc: ***Type** POREQ ***No** 514 - 0 Date 24-FEB-2006 ***Item No** 1

Req Feeder System: Source No CLIN #

Deliver: To P J O CONNOR Date 31-AUG-2006 RI Method **Q**

	*Quantity	*U/M	*Unit Price	*Balance	Item Total
Requested	40.000	HR	20.000	800.00	800.00
This Trans	40.000	HR	20.000	800.00	800.00

☒ Final

MDL	FY	*Quantity	*Amount	ACCS For PO/REQ Line Item
1	06	40.000	800.00	14 D8R3BEF-P00 37 03-03-02-000 50-01-0000-00-00-00 25-27-00

40.000 800.00 PO FMDL No REQ FMDL No

Figure 12 Requisition Pop-Up with “as-is” Req details

11. Click in RI Method field

To change the R/I method from Q(uality) to D(ollar):

- ✓ Click in the RI Method Block
- ✓ Press Backspace
- ✓ Enter D

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PD Line Item No Doc: *Type *No - Date *Item No

Req Feeder System: No

Deliver: To Date CLIN #

RI Method

	*Quantity	*U/M	*Unit Price	*Balance	Item Total
Requested	40.000	HR	20.000	800.00	800.00
This Trans	1.000	EA	800.000	800.00	800.00

☒ Final

MDL	FY	*Quantity	*Amount	ACCS For PO/REQ Line Item
1	06	1.000	800.00	14 D8R3BEF-P00 37 03-03-02-000 50-01-0000-00-00-00-00 25-27-00

1.000 800.00

PO FMDL No REQ FMDL No

Figure 13 Requisition Pop up with RI Method Changed to 'D'

12. Click in the Amount field. The Requisition Quantity, Amount, and ACCS populate. Click Save to exit the Requisition Pop Up and return to the FM040 detail block front page.

Item: No	1	CLIN#		*Request	<Y>	*Type	SERV	*Commodity Code	G/S
Part No		Stock No		Emp No					
Description	<T>	Other	<>	*Due Date	31-AUG-2006	Acceptance Days	7		
*R/I	Act	*NSP	PF	Quantity		*Unit Price	Extended Amount		
Requested:	D	N	N	1.000	*U/M	EA	800.0000	800.00	
Inventory:					U/M		ITBP#		
Account Classification:	<>	F Notes:	<>	Status	OPEN	24-FEB-2006			

Figure 14 FM040 Detail Block

Note: When using the Line Item Option, not all fields in the FM040 detail block populate. You will need to enter the following fields.

13. Enter the Item Type
14. Enter the Commodity Code.
15. Click into the Other field to drill down to the Other Pertinent Information pop-up. Enter Y in the Default matching. Enter N for Holdback. Enter the Delivery POC employee number. Press Tab to return to the front page of the detail block of the FM040.
16. Enter the Due Date.
17. Click in the ACCS pop up. Double click into the ACCS pop-up. The requisition data populates the Percent, Quantity, FY, ACCS, Acceptance Emp No, and Receiving Office. Review or change the information as required.

Account Description For This Item (FM040B VER.2.21.0.0)											
MDL	*Percent	*Quantity	Amount	*FY	*ACCS	No	Type	Itm	MDL	A	O
1	100.000	1.000	800.00	06	<>	511	0	POREQ	1	1	
Interfaces Req: <input type="text"/>											
14 D8R3BEF-P00 37 03-03-02-000 50-01-0000-00-00-00 25-27-00-00 000566											
Acceptance:		*Emp No	566	Name		P J O CONNOR			F Notes:		<>
Receiving:		*Off No	CAMS	Name		CAMS PROGRAM OFFICE			FMDL#		

Figure 15 ACCS Pop Up

(NOTE: Remember to update the User Defined Field for correct WF002 routing)

18. When finished making changes, click SAVE to exit the ACCS pop-up.

19. Review the FM040 to the Source Document. If it's OK, then click into the Approval block. Press backspace. Enter Y and TAB to approve the FM040 at the first level
20. Review the FM040 to the Source Document. If OK, then click into the Approval block. Press backspace. Enter Y and TAB to approve the FM040 at the first level

Purchase Order Transaction Screen (FM040 VER.2.23.0.9)

*One to One <Y> *Print N

Document: *Type PO3WAY *C/O N Oblig# 94467 - 0 0 Total 800.00

Feeder Sys: No CSTARTS DOC NO Mod# Source

*ASAP: N Pref Date 23-FEB-2006 Reference# LO FMC REQ NO Grant Amend No

Effective Dates 23-FEB-2006 - Status OPEN 24-FEB-2006

For: *Bureau Code 14 Name NOAA *G/L Date 28-FEB-2006 CCR Vendor Required N

Vendor: Descr <> No 12241 1 Name ASPEN GROUP

*Approval: Y By P J O CONNOR Date 24-FEB-2006 Closeout <N>

*Document: <N> Notes <> Line Notes <> AD <> Novation N F Notes <>

Item: No 1 CLIN# *Request <Y> *Type SERV *Commodity Code G/S

Part No Stock No Emp No

Description <T> Other <> *Due Date 31-AUG-2006 Acceptance Days 7

*R/I	Act	*NSP	PF	Quantity	*Unit Price	Extended Amount
Requested: D	N	N	N	1.000	800.0000	800.00
Inventory:				U/M	EA	

Account Classification: <> F Notes: <> Status OPEN 23-FEB-2006

Figure 16 Completed FM040

2. Inserting Requisitions for Change Orders

This section describes the process for inserting requisitions for change order documents. Only requisitions to increase the quantity or dollar amounts can be inserted into the FM040. Decreases to the quantity or dollar amount are keyed in manually.

A Increasing the Quantity or Amount on a Line Item with No Previous Requisition – Open or Closed Line Item

If you receive a change order with an FM030 requisition for a line item that has had no previous requisitioning activity, you will need to insert a new Line item in the detail block of the FM040 and follow the instructions for the “Line Item Option” to insert the requisition details.

B Increasing an Open Line Item with a Previous Requisition

If you receive a change order with an FM030 requisition for an open line item that has had previous requisitioning activity, you’ll need to perform the following steps to insert the requisition details into the Line Item.

For Dollar Based Line Items:

The screenshot displays the 'Purchase Order Transaction Screen (FM040 VER-2.21.0.0)'. The control block contains the following fields and values:

- *One to One: < N >
- *Print: N
- Document: *Type: PO3WAY, *C/O: Y, Oblig#: 64183 - 0 1, Total: 1,500.00
- Feeder Sys: No, DG1330SE0622831, Mod#: , Source:
- *ASAP: N, Pref: , Date: 27-FEB-2006, Reference#: 22806REQ, Grant Amend No:
- Effective Dates: 27-FEB-2006 - , Status: OPEN, 27-FEB-2006
- For: *Bureau Code: 14, Name: NOAA, *G/L Date: 28-FEB-2006, CCR Vendor Required: N
- Vendor: Descr: < >, No: 13177 1, Name: WOODSIDE TEMPORARIES, INC.
- *Approval: N, By: , Date: , Closeout: < N >
- *Document: < N >, Notes: < >, Line Notes: < >, AD: < >, Novation: N, F Notes: < >

Figure 17 FM040 Control Block - Change Order

1. In the FM040 click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO
2. Click or Tab in the C/O Block. Enter Y. Enter the Obligation Number from the Source Document or double click and select from the List of Values. The Feeder System No., Reference, No, Bureau, and Vendor populate the control block.

3. Click into the G/L Date Field. The current accounting period populates.
4. Click into the detail block. Select the appropriate Line Item.

Item: No **2** CLIN# *Request <Y> *Type **SERV** *Commodity Code **G/S**

Part No **MOD 1 W/REQN** Stock No Emp No

Description <T> Other < ☐ > *Due Date **31-JUL-2006** Acceptance Days **7**

*R/I	Act	*NSP	Quantity	*U/M	*Unit Price	Extended Amount
Requested: D	N	N	1.000	EA	1,600.0000	1,600.00
Inventory:			<input type="text"/>	U/M	<input type="text"/>	ITBP# <input type="text"/>

Account Classification: < ☐ > F Notes: < ☐ > Status **OPEN** **27-FEB-2006**

Figure 18 Detail Block – Line Item Detail before Change

5. Double Click into the Request Block.

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PO Line Item No **2** Doc: *Type **POREQ** *No **478** - **0** Date **27-FEB-2006** *Item No **1**

Req Feeder System: Source No CLIN #

Deliver: To **P J O CONNOR** Date **15-AUG-2006** RI Method **D**


	*Quantity	*U/M	*Unit Price	*Balance	Item Total
Requested	80.000	HR	20.000	1,600.00	1,600.00
This Trans	1.000	EA	1,600.000	1,600.00	1,600.00

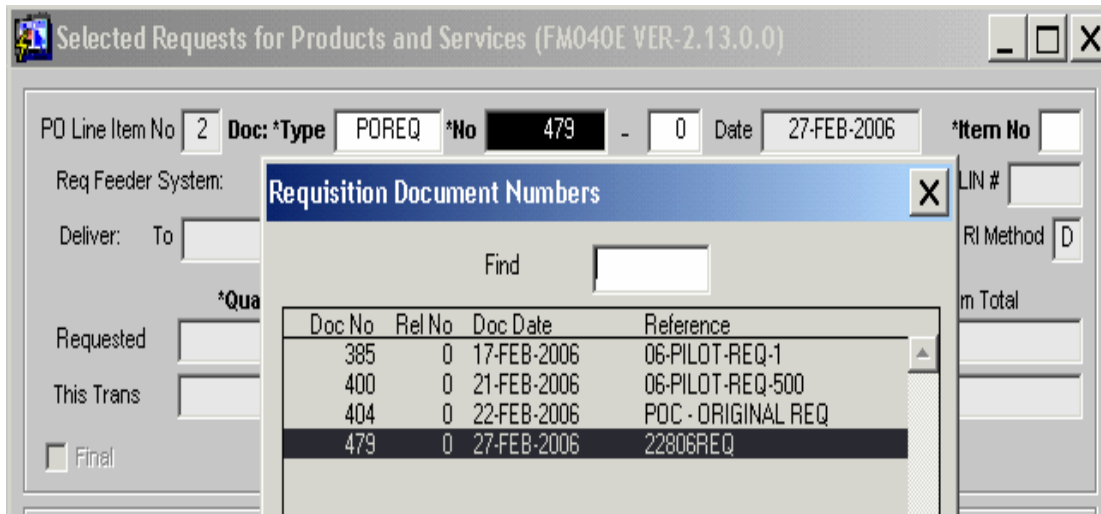
☒ Final

MDL	FY	*Quantity	*Amount	ACCS For PO/REQ Line Item
1	06	1.000	1,600.00	14 58N2G00-P00 01 05-01-08-000 40-01-0000-00-00-00-00 25-27-00
		1.000	1,600.00	

PO FMDL No REQ FMDL No

Figure 19 Requisition Pop-Up "as-is"

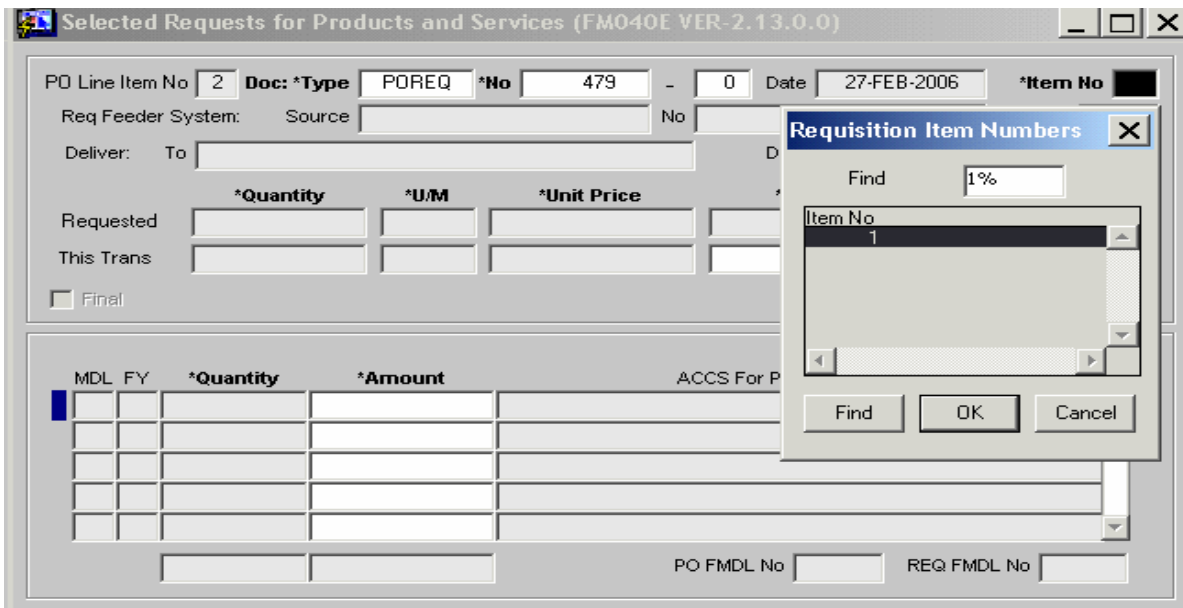
6. Click on the  to add a record.
7. Click to the Doc: Type field. Enter Requisition Type – i.e. POREQ. Double click in No. field. A list of values appears. Click on the appropriate FM030 requisition no to insert. Double click or click OK to insert.



Doc No	Rel No	Doc Date	Reference
385	0	17-FEB-2006	06-PILOT-REQ-1
400	0	21-FEB-2006	06-PILOT-REQ-500
404	0	22-FEB-2006	POC - ORIGINAL REQ
479	0	27-FEB-2006	22806REQ

Figure 20 Requisition Pop-Up - Select Req No

8. Double click into the Item No field. A List of values appears. Click on the appropriate Line Item No to insert. Double click or click OK to insert



Item No
1

Figure 21 Requisition Pop Up - Select Item No

9. Click in the **Amount** field. Notice that the system automatically has converted the R/I Method from Quantity to Dollar based on the existing Line Item receiving method.

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PO Line Item No: 2 Doc: *Type: POREQ *No: 479 - 0 Date: 27-FEB-2006 *Item No: 1

Req Feeder System: Source No CLIN #

Deliver: To: P J O CONNOR Date: 15-AUG-2006 RI Method: D

	*Quantity	*U/M	*Unit Price	*Balance	Item Total
Requested	160.000	HR	20.000	3,200.00	3,200.00
This Trans	1.000	EA	4,800.000	3,200.00	4,800.00

☒ Final

MDL	FY	*Quantity	*Amount	ACCS For PO/REQ Line Item
2	06	1.000	3,200.00	14 58N2G00-P00 01 05-01-08-000 40-01-0000-00-00-00-00 25-27-00
		1.000	3,200.00	

PO FMDL No: REQ FMDL No:

Figure 22 Requisition Pop Up - New Req inserted

10. Click Save to exit the Requisition Pop Up and return to the FM040 detail block front page. Notice that the Unit Price and Amount has been increased.

Item: No: 2 CLIN#: *Request <Y> *Type: SERV *Commodity Code: G/S

Part No: MOD 1 W/REQN Stock No: Emp No:

Description <T> Other < > *Due Date: 15-AUG-2006 Acceptance Days: 7

*R/I	Act	*NSP	Quantity	*U/M	*Unit Price	Extended Amount
Requested: D	N	N	1.000	EA	4,800.000	4,800.00
Inventory:				U/M		

Account Classification: < > F Notes: < > Status: OPEN 27-FEB-2006

Figure 23 Line Item Detail


11. Click in the ACCS field. Double click into the ACCS pop-up. Notice that system populates both requisitions associated with this Line Item as separate Multiple Distribution Lines (MDL).

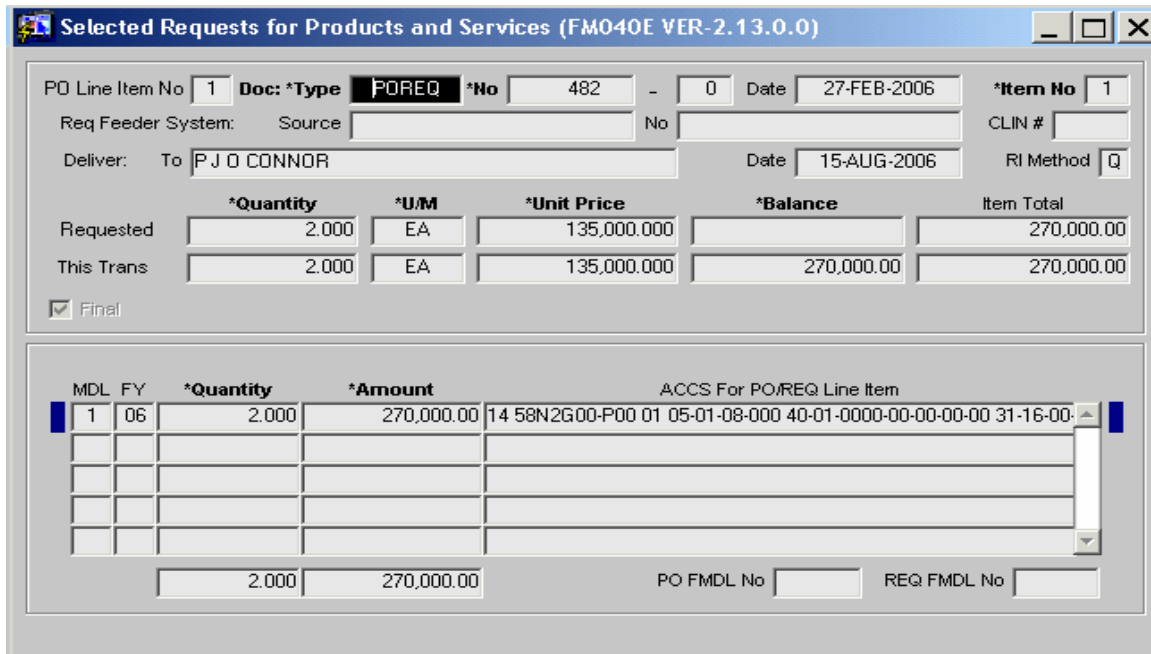
The screenshot shows a window titled "Account Description For This Item (FM040B VER-2.21.0.0)". It contains a table with columns: MDL, *Percent, *Quantity, Amount, *FY, *ACCS, No, Type, Itm, MDL A, and O. There are two data rows and a total row at the bottom.

MDL	*Percent	*Quantity	Amount	*FY	*ACCS	No	Type	Itm	MDL A	O	
1	33.333	1.000	1,600.00	06	< >	478	POREQ	1	1		
Interfaces Req: <input type="text"/>											
14 58N2G00-P00 01 05-01-08-000 40-01-0000-00-00-00 25-27-00-00 000566										PY	<input type="checkbox"/>
Acceptance:		*Emp No	566	Name		P J O CONNOR		F Notes:		< >	
Receiving:		*Off No	CAMS	Name		CAMS PROGRAM OFFICE		FMDL#		<input type="text"/>	
2	66.667	1.000	3,200.00	06	< >	479	POREQ	1	1		
Interfaces Req: <input type="text"/>											
14 58N2G00-P00 01 05-01-08-000 40-01-0000-00-00-00 25-27-00-00 000566										PY	<input type="checkbox"/>
Acceptance:		*Emp No	566	Name		P J O CONNOR		F Notes:		< >	
Receiving:		*Off No	CAMS	Name		CAMS PROGRAM OFFICE		FMDL#		<input type="text"/>	
100.000		1.000	4,800.00								

Figure 24 ACCS pop-up with revised MDL and Total

For Quantity Based Line Items

1. In the FM040 click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO
2. Click or Tab in the C/O Block. Enter Y. Enter the Obligation Number from the Source Document or double click and select from the List of Values. The Feeder System No., Reference, No, Bureau, and Vendor populate the control block.
3. Click into the G/L Date Field. The current accounting period populates.
4. Click into the detail block. Select the appropriate Line Item.
5. Double Click into the Request Block.
6. Click on the  to add a record.
7. Click to the Doc: Type field. Enter Requisition Type – i.e. POREQ. Double click in No. field. A list of values appears. Click on the appropriate FM030 requisition no to insert. Double click or click OK to insert.



Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PD Line Item No **1** Doc: *Type **POREQ** *No **482** - **0** Date **27-FEB-2006** *Item No **1**

Req Feeder System: Source No CLIN #

Deliver: To **P J O CONNOR** Date **15-AUG-2006** RI Method **Q**

	*Quantity	*U/M	*Unit Price	*Balance	Item Total
Requested	2.000	EA	135,000.000		270,000.00
This Trans	2.000	EA	135,000.000	270,000.00	270,000.00

☒ Final

MDL	FY	*Quantity	*Amount	ACCS For PO/REQ Line Item
1	06	2.000	270,000.00	14 58N2G00-P00 01 05-01-08-000 40-01-0000-00-00-00 31-16-00
		2.000	270,000.00	

PO FMDL No REQ FMDL No

Figure 25 Request Block "as is"

8. Click to the Doc: Type field. Enter Requisition Type – i.e. POREQ. Double click in No. field. A list of values appears. Click on the appropriate FM030 requisition no to insert. Double click or click OK to insert.

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PO Line Item No Doc: *Type *No - Date

Req Feeder System:

Deliver: To

*Q

Requested

This Trans

☐ Final

CLIN #

RI Method

Item Total

Find

Doc No	Rel No	Doc Date	Reference
483	0	27-FEB-2006	22806REQ3

Figure 26 Request Block - Select Reqn

9. Double click into the Item No field. A List of values appears. Click on the appropriate Line Item No to insert. Double click or click OK to insert

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PO Line Item No Doc: *Type *No -

Req Feeder System: Source

Deliver: To

*Quantity *U/M *Unit Price

Requested

This Trans

☐ Final

MDL FY *Quantity *Amount ACCS F

Find

Item No
1

Find OK Cancel

Figure 27 Request Block - Select Line Item

10. Click in the **Quantity** field. The requisition Quantity, Amount and ACCS populate.

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PO Line Item No **1** Doc: *Type **POREQ** *No **483** - **0** Date **27-FEB-2006** *Item No **1**

Req Feeder System: Source **No** CLIN #

Deliver: To **P J O CONNOR** Date **15-AUG-2006** RI Method **Q**

	*Quantity	*U/M	*Unit Price	*Balance	Item Total
Requested	1.000	EA	135,000.000	135,000.00	135,000.00
This Trans	1.000	EA	135,000.000	135,000.00	405,000.00

☒ Final

MDL	FY	*Quantity	*Amount	ACCS For PO/REQ Line Item
2	06	1.000	135,000.00	14 58N2G00-P00 01 05-01-08-000 40-01-0000-00-00-00 31-16-00
		1.000	135,000.00	

PO FMDL No REQ FMDL No

Figure 28 Request Block with changes

11. Click Save to exit the Requisition Pop Up and return to the FM040 detail block front page. Notice that the Quantity and Extended Amount has been increased.

Item: No **1** CLIN# *Request **<Y>** *Type **EQUIP** *Commodity Code **G/S**

Part No Stock No Emp No

Description **<G>** Other **< >** *Due Date **15-AUG-2006** Acceptance Days **7**

*R/I	Act	*NSP	Quantity	*U/M	*Unit Price	Extended Amount
Requested: Q	N	N	3.000	EA	135,000.0000	405,000.00
Inventory:				U/M		

Account Classification: **< >** F Notes: **< >** Status **OPEN** **27-FEB-2006**

Figure 29 Line Item Detail with revised Qty & Amt

12. Click in the ACCS field. Double click into the ACCS pop-up. Notice that system populates both requisitions associated with this Line Item as separate Multiple Distribution Lines (MDL).

Account Description For This Item (FM040B VER-2.21.0.0)

MDL	*Percent	*Quantity	Amount	*FY	*ACCS	No	Type	Itm	MDL A	O
1	66.667	2.000	270,000.00	06	< >	482	POREQ	1	1	
Interfaces Req: <input type="text"/>										
14 58N2G00-P00 01 05-01-08-000 40-01-0000-00-00-00-00 31-16-00-00 000566 PY N										
Acceptance:		*Emp No	566	Name		P J O CONNOR		F Notes:		< >
Receiving:		*Off No	CAMS	Name		CAMS PROGRAM OFFICE		FMDL#		<input type="text"/>
2	33.333	1.000	135,000.00	06	< >	483	POREQ	1	1	
Interfaces Req: <input type="text"/>										
14 58N2G00-P00 01 05-01-08-000 40-01-0000-00-00-00-00 31-16-00-00 000566 PY										
Acceptance:		*Emp No	566	Name		P J O CONNOR		F Notes:		< >
Receiving:		*Off No	CAMS	Name		CAMS PROGRAM OFFICE		FMDL#		<input type="text"/>
		100.000	3.000			405,000.00				

Figure 30 ACCS pop up with revised MDL's

C Partially Decreasing an Open Line Item with a Previous Requisition

This section describes the necessary steps to partially decrease (deobligate) a Line Item where there has been previous requisitioning activity.

For Dollar Based Line Items:

1. In the FM040 click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO
2. Click or Tab in the C/O Block. Enter Y. Enter the Obligation Number from the Source Document or double click and select from the List of Values. The Feeder System No., Reference, No, Bureau, and Vendor populate the control block.
3. Click into the G/L Date Field. The current accounting period populates.
4. Click into the detail block. Select the appropriate Line Item.
5. Double Click in the Request field to drill down to the Request pop up. On the “This Trans” line change the Balance to reflect the new total. Click in the Amount field to update.

Selected Requests for Products and Services (FM040E VER-2.13.0.0)

PO Line Item No **1** Doc: *Type **POREQ** *No **481** - **0** Date **27-FEB-2006** *Item No **1**

Req Feeder System: Source No CLIN #

Deliver: To **PJO CONNOR** Date **15-AUG-2006** RI Method **Q**

	*Quantity	*U/M	*Unit Price	*Balance	Item Total
Requested	1.000	EA	2,500.000	2,500.00	2,500.00
This Trans	1.000	EA	2,000.000	2,000.00	2,000.00

☒ Final

MDL	FY	*Quantity	*Amount	ACCS For PO/REQ Line Item
1	06	1.000	2,000.00	14 58N2G00-P00 01 05-01-08-000 40-01-0000-00-00-00 25-27-00

1.000 2,000.00 PO FMDL No REQ FMDL No

Figure 31 Request Block showing Decrease

6. Click Save to exit the Requisition Pop Up and return to the FM040 detail block front page. Click in the Unit Price and change to the reduced amount.

*R/I	Act	*NSP	Quantity	*U/M	*Unit Price	Extended Amount
Requested: Q	N	N	1.000	EA	2,000.0000	2,000.00
Inventory:				U/M		ITBP#

Figure 32 FM040 Detail Block - Line Item Detail Reduced

7. Double click in ACCS. Note that the system has updated the Amount to reflect the decrease.

MDL	*Percent	*Quantity	Amount	*FY	*ACCS	No	Type	Itm	MDL A	O
1	100.000	1.000	2,000.00	06	< >	481	POREQ	1	1	

Figure 33 ACCS Pop Up - Showing Decrease

C Fully Deobligating (Closing) an Open Line Item with a Previous Requisition

Use the FM018 Obligation Reopen/Close Screen to fully deobligate (close) a line item according to your normal business procedures.